



## AGREEMENT FOR APPOINTMENT AS AN UNDOCUMENTED VESSEL REGISTRATION AGENCY TO REPRESENT THE CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

The undersigned agree upon appointment as an Undocumented Vessel Registration Agent by the California Department of Motor Vehicles, to assume the following responsibilities and duties of this office as listed below. The agent's term of appointment shall be at the department's discretion.

### AGENT'S RESPONSIBILITIES:

1. Maintain a regular business establishment related to the boating or marine industry.
2. Identify the location by a prominently displayed sign that clearly identifies the name of the business.
3. Maintain all supplies at the business location described on the Application for Appointment as Non-Public Undocumented Vessel Registration Agent (OL 54).
4. Make available for review all accountable vessel registration items upon demand by an authorized department employee.
5. Notify the Department of Motor Vehicles, Occupational Licensing Unit, P. O. Box 932342, Sacramento, CA 94232-3420, in writing of any of the following:
  - a. Sale of business or change of terms in this agreement for appointment.
  - b. Change of business structure (addition or deletion of partners or corporate officers).
  - c. Change of business name or address.
  - d. Adding or deleting a branch location.
  - e. Lost or stolen accountable vessel registration items.

Upon sale or termination of the business, forward all accountable vessel registration supplies, applications, and fees to the Department of Motor Vehicles, Occupational Licensing Unit, P. O. Box 932342, Sacramento, CA 94232-3420.

### AGENT'S DUTIES

1. Accept applications and fees for registration and transfer of vessels and issue Permanent Vessel Numbers and Temporary Certificate of Numbers to applicants.
2. Keep separate, and apart from any other funds of the agent, all money collected for registration of vessels.
3. Prepare a report every seven (7) days on forms provided by the department listing all vessel registration transactions received during the previous seven (7) days. The report shall be forwarded to the Vessel Registration Unit with each vessel registration application listed thereon and one check or money order for the total amount, no later than the close of business on the date shown on the report.
4. Complete and provide to the department a quarterly inventory of accountable items on the form specified by the department.
5. Agreement to process the following type(s) of vessel registration transactions: *(Check applicable boxes.)*
  - ☐ Original vessel registration (new boats).
  - ☐ Vessel ownership transfer applications (used boats), registration renewals and applications for duplicate certificates and stickers.

The undersigned agree to comply with the provisions of this agreement and all statutory and regulatory provisions governing undocumented vessel registration agents. Failure to comply will be grounds for termination of the appointment as an Undocumented Vessel Registration Agent.

The undersigned certify that they have read and understand the foregoing conditions for appointment as an Undocumented Vessel Registration Agent and agree to abide by this agreement.

FIRM NAME	DATE
SOLE PROPRIETOR SIGN HERE	EXECUTED AT (CITY AND COUNTY)
CO-PARTNERSHIP SIGN HERE (All must sign.) (INDIVIDUALLY AND AS CO-PARTNER	FIRM NAME
1.	DATE
2.	EXECUTED AT (CITY AND COUNTY)
3.	
CORPORATION SIGN HERE (PRINCIPAL OFFICERS)	FIRM NAME
1.	DATE
2.	EXECUTED AT (CITY AND COUNTY)
3.	

### DO NOT SIGN BELOW. FOR DEPARTMENT USE ONLY.

Upon appointment, the Department of Motor Vehicles will furnish all required forms, stickers, envelopes, and other documents necessary to conduct the business of vessel registration.

SIGNATURE	TITLE	DATE
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